How to Correct a Certified Effort Report

- Only the assigned certifier can modify certified effort. Reports should be modified only to correct errors or omissions.

1. Log In to ERS
   Go to https://ers.northwestern.edu and login with your NetID. Multi-Factor Authentication (MFA) is required; off campus only, VPN is also required.
   • If you need help with NetID, MFA, or VPN, please contact the Northwestern IT Service Desk at consultant@northwestern.edu or 847-491-3457.

2. Use Search Employee Effort Forms to Display List of Effort Reports
   In Search Employee Effort Forms on the home page, type in the employee name (Last,First) or emplID to display a list of that employee’s effort reports.
3. **Click “Modify” by the Report You Need to Correct**
   - The Modify option will not display if the reporting period has been Archived, or your administrator has post reviewed the report.
   - If the Modify option is not displayed for a quarter that you need to correct, please notify your administrator.

![Image of the Search Employee Effort Forms screen]

4. **Scroll to the bottom of the screen, click “Make Changes” Button**
   - After clicking “Modify” in Search Employee Effort Forms, the next screen displays the certified effort report. Scroll to the bottom of the screen, then click “Make Changes.”

![Image of the certified effort report with Make Changes button highlighted]
5. **Make Corrections**
   - The normal certification screen displays. Correct the percent effort per chart string as needed.
   - If you need to add a chart string to the report, click “Add Account.”
   - Notes can be added or modified if appropriate; notes are displayed on the certified report as part of the audit trail.
   - Click “Proceed” when all corrections are complete.

6. **Finalize Certification**
   - Review the summary of Certified Effort % per chart string + institutional summary and notes if applicable. If all is complete & correct, click “Certify” to attest to and finalize the certification.
7. **Logout or Return to Home Page**
   - Click Logout if you are finished.
   - Click Home or Exit to return to the Home Page if you need to complete or correct other certifications.